

West Virginia Black Emphasis Program FY 2006 Business Plan

<u>Goals and Activities</u>		<u>When</u>
Goal A: Communication		
Activity 1	Will provide assistance to each Area to give BEP/SEPM updates	FY2006
Activity 2	Provide BEPM update at state office principal staff program manager meeting.	FY2006
Activity 3:	Participate in National NRCS Black Emphasis Program Managers' teleconferences.	Qtrly.
Activity 4:	Participate in National NRCS Black Emphasis Program projects, such as barrier identification.	Ongoing
Activity 5:	Write information article on Dr. Martin Luther King Jr.'s Holiday Celebration. Schedule to send out to all WV-NRCS employees.	Jan-06
Activity 6:	Secure speaker for Black History Month Celebration	Jan-06
Activity 7:	Follow through with Black History Celebration Activities and publish by e-mail and newsletter articles.	Feb-06
Activity 8:	Secure education material and artifacts for permanent Cultural Library references.	Sep-06
Activity 9:	Secure at least 10 posters for RC&D, Area and State Office for Black History Month.	Feb-06
Activity 10:	Report activities in newsletter articles, reports, and web site contributions.	Ongoing
Goal B: Black History Month; Dr. Martin Luther King Jr.'s Holiday Celebration		
Activity 1:	Write information article on Dr. Martin Luther King Jr.'s Holiday Celebration. Schedule to send out to all WV-NRCS employees.	Dec-05
Activity 2:	Secure speaker for Black History Month Celebration.	Jan-06
Activity 3:	Follow through with Black History Celebration Activities and publish by e-mail and newsletter articles.	Feb-06
Activity 4:	Secure at least 10 posters for RC&D, Area and State Office for Black History Month	Feb-06
Activity 5:	Report activities in newsletter articles, reports, and web site contributions.	Ongoing

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Goal C: Projects		
Activity 1:	Write information article on Dr. Martin Luther King Jr.'s Holiday Celebration. Send out to all WV – NRCS employees.	Dec-05
Activity 2:	Secure speaker for Black History Month Celebration.	Jan-06
Activity 3:	Secure education materials and artifacts for permanent Cultural Library references.	Sep-06
Activity 4:	Report activities in newsletter articles, reports, web site contributions, etc.	Ongoing
Goal D: Working with Leadership		
Activity 1:	Assist Human Resource Manager with recruitment efforts when requested.	Ongoing
Activity 2:	Provide BEP/SEPM updates at Area staff meetings as requested	Ongoing
Activity 3:	Provide BEPM update at state office principal staff program manager meeting.	FY2006
Activity 4:	Participate on the Civil Rights Advisory Committee.	Ongoing
Activity 5:	Assist Civil Rights Advisory Committee in development of Affirmative Employment Plan.	Dec-06
Activity 6:	Participate/conduct Civil Rights Compliance Reviews as assigned.	TBA
Activity 7:	Report activities in newsletter articles, reports, web site contributions, etc.	Ongoing
Goal E: Outreach		
Activity 1:	Assist Human Resource Manager with recruitment efforts.	Ongoing
Activity 2:	Work with personnel or newly hired positions like SEEP, SCEP and other positions with African American and other Minorities.	Ongoing
Activity 3:	Assist Civil Rights Advisory Committee in developing new <i>Long Range Strategic Plan for USDA Service Centers in Historically Underserved Communities.</i>	TBA
Activity 4:	Assist the Civil Rights Advisory Committee with recommendations for a WV Mentoring Program.	TBA
Activity 5:	Report activities in newsletter articles, reports, web site contributions, etc.	Ongoing

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Goal F: Training		
Activity 1:	Attend the National Organization of Professional Black NRCS Employees, December 2005.	Dec-05
Activity 2:	Provide Civil Rights Training to staff by giving Black Emphasis Program/SEPM updates at area staff meetings.	TBA
Activity 3:	Participate in Civil Rights Advisory Committee development of recommendations for a WV Mentoring Program, which will provide another avenue of training for employees.	TBA
Activity 4:	Report activities in newsletter articles, reports, web site contributions, etc.	Ongoing
Goal G: Recruitment, Promotions, and Recognition		
Activity 1:	Review recruitment, promotion, and recognition statistical information to assure fair representation of black employees.	Sep-06
Activity 2:	Participate in recruitment team efforts that are directed towards blacks interested in a natural resource related career.	TBA
Activity 3:	Participate on State Conservationist's Recruitment & Retention Plan team.	TBA
Activity 4:	Network with other State BEPM's to better understand the career goals of and barriers faced by black employees.	Ongoing
Activity 5:	Share career advancement opportunities (vacancy announcements, detail opportunities, job shadowing opportunities, etc.) with employees of the state and other BEPM's.	Ongoing
Activity 6:	Report activities in newsletter articles, reports, web site contributions, etc.	Ongoing

Budget Requests: (Estimated)

Attend National Organization of Professional Black NRCS Employees Meeting	\$2500
Posters and Pens	\$150
Speaker for Black History Month	\$700
Library materials	\$150